

**COMPANY REGISTRATION NUMBER: 04741864**  
**CHARITY REGISTRATION NUMBER: 1097288**

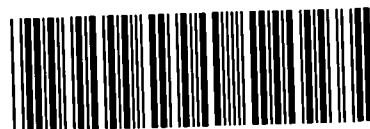
**BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

**Company Limited by Guarantee**

**FINANCIAL STATEMENTS**

**31 MARCH 2020**

**SATURDAY**



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**BRIGHTON EARLY MUSIC FESTIVAL LIMITED**  
**COMPANY LIMITED BY GUARANTEE**  
**FINANCIAL STATEMENTS**  
**PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020**

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# **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

## **COMPANY LIMITED BY GUARANTEE**

### **TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT)**

#### **PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020**

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the period ended 31 March 2020.

#### **Reference and administrative details**

**Registered charity name** Brighton Early Music Festival Limited

**Charity registration number** 1097288

**Company registration number** 04741864

**Principal office and registered Office**  
Kingfisher House  
Hurstwood Grange  
Hurstwood Lane  
Haywards Heath  
West Sussex  
RH17 7QX

**The Trustees**  
M Clemens  
N Pittman  
Dr H Walker  
G Henderson  
M Shipsey  
S Mathews  
N Chisholm  
C Baron

**Auditor**  
PRB Accountants LLP  
Chartered accountants & statutory auditor  
Kingfisher House  
Hurstwood Grange  
Hurstwood Lane  
Haywards Heath  
West Sussex  
RH17 7QX

**Bankers**  
HSBC  
153 North Street  
Brighton  
East Sussex  
BN1 1RE

# **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

## **COMPANY LIMITED BY GUARANTEE**

### **TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT) *(continued)***

#### **PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020**

Welcome to our annual report for the 2019 financial year.

It was agreed at the 2019 AGM to change the financial year end of the Charity to 31 March in order to be able to incorporate the timing of events in the early part of the year which still relate to the current festival. This was before the advent of the COVID-19 pandemic. The effect of the lockdown upon the charity will be referred to in the section on the current year. The impact in the 2019 financial year was the cancelling of one concert: The European Day of Early Music due to take place on 21 March. We were able to broadcast a concert on YouTube and raised over £2000 in donations which helped to pay for the musicians who would have otherwise received no fee and also a donation to the Help Musicians charity as a one off event in these extraordinary circumstances.

#### **REFERENCE AND ADMINISTRATION DETAILS OF THE CHARITY**

The administration of the charity is undertaken by the following:

The Charity is overseen by the Board of Trustees whose function is the governance and oversight of the organization, approval of budgets and the development of future strategy. The Board is supported by an experienced freelance professional team of Artistic Director, Festival Producer, Development Manager, Concert Manager, who administer the operations of the charity, assisted by a Management Committee of volunteers that meet regularly to plan the logistics and coordination of our Festival programme.

The festival benefits from an extraordinary level of committed support from volunteers. The events within the Festival itself are run by a group of over 80 volunteers, acting under the guidance of the Management Committee. These volunteers are mostly local people, many of them skilled amateur musicians, who bring to the organisation a wide range of abilities and who are united by their enthusiasm for and interest in the types of music presented in the Festival. This year we noted that our volunteers continued to give up more of their time to help the Festival than in previous years.

'BREMFB has an innovative and transnational approach to programming and performances which brings a stimulating freshness to early music.' *Audience member*

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

New Trustees, when appointed, receive information to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the activities of the Board of Trustees and the Management Committee and its decision-making processes, and details concerning the recent financial performance of the charity. They meet other Trustees and voluntary administrators involved in the day-to-day running of the charity. Trustees are encouraged to attend appropriate external training events where these will facilitate their roles within the charity.

# **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

## **COMPANY LIMITED BY GUARANTEE**

### **TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT) *(continued)***

#### **PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020**

#### **OBJECTIVES AND ACTIVITIES**

The Trustees and Management Committee actively review, on a regular basis, the major risks that the charity faces and have established rigorous systems and procedures to mitigate any significant risks identified.

The charity's objectives are:

1. To encourage, advance, develop and maintain public education in, appreciation of and involvement in pre-classical and classical music and the performing arts by promoting periodically a series of public concerts, dramatic performances, exhibitions and other cultural events.
2. To promote and assist in the advancement of public and professional education by the provision of workshops, lectures and educational events in pre-classical and classical music and the performing arts, particularly, but not exclusively, for younger people, and to encourage the giving of public performances by schools, music societies, choirs and other like organisations.

The principal activities of Brighton Early Music Festival during the year continued to achieve the charity's objectives through the organisation of an annual early music festival, involving concerts, dramatic performances and other cultural events, and through the provision of workshops for adults and schoolchildren and training opportunities for both professional and amateur musicians. In particular, new departures for the year included staged performances of *La Dafne* by Marco da Gagliano given by a cast of young singers and musicians coached by BREMF in February 2020 as part of BREMF Early Opera, a new strand of mentoring for young emerging artists. In addition, the Feast of Fools involved performers from two local schools as well as the Festival's Community Choir in a performance during the Festival which subsequently toured to Shoreham and Rottingdean in January 2020, introducing new audiences to our work.

The charity's aim to reach out to young people continued through reduced-price tickets for people aged under 25 including £5 prom tickets and free entrance for children aged under 12.

#### **STRATEGIC REPORT**

The following sections for achievements and performance and financial review form the strategic report of the charity.

# **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

## **COMPANY LIMITED BY GUARANTEE**

### **TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT) *(continued)***

#### **PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020**

#### **REVIEW OF ACHIEVEMENTS**

2019-20 saw another year of tremendous activity despite the economic climate of uncertainty and falling ticket sales for all arts organisations. Our achievements included:

- Presenting 30 festival events in 11 venues from Hove to Kemptown
- Welcoming over 3,500 people to our ticketed events, with more attending free pop-ups and workshops
- Running two participatory workshops for local amateur singers and instrumentalists
- Continuing our commitment to family events with two performances for pre-schoolers by the Orchestra of the Age of Enlightenment and a Family Day encompassing three performances on 12 October 2019
- Selling over 120 £5 Prom tickets, making our events as widely accessible as possible
- Taking live music into three pop-up locations: a large and well-attended open mic night at The Brunswick, the launch of Live Lounge in Hove Library and a collaboration with Fabrica Gallery
- Collaborating with new partners including Brighton & Hove Libraries to bring a family concert to Whitehawk Library in East Brighton
- Working with over 30 young singers and instrumentalists as part of our BREMF Live! young artists scheme to provide training, mentoring and performance opportunities and launching our Early Opera strand
- Bringing together our three festival choirs for a joint concert to celebrate the European Day of Early Music in March including livestreaming of the event
- Taking live music into ten primary schools across the city from Portslade to East Brighton (and everywhere in-between)
- Continuing our collaboration with local streetdance group, Streetfunk, as part of our Feast of Fools production
- Inviting six previous BREMF Live! ensembles back to Brighton to give stand-alone concerts
- Benefitting from over 2,600 hours of time, donated by our dedicated team of over 80 volunteers
- Supporting five graduate trainees to take their first steps into a career in arts administration
- Building a following of over 10,000 people on social media
- Running 3 vocal ensembles (complete beginners to outstanding amateurs)
- Setting up a new BREMF 415 Baroque Workshop Orchestra, designed for competent players to further the understanding and performance of baroque music.

'BREMF seems to be able to find artists of a consistently high standard, gives them support and encouragement, and puts on the sort of interesting events that many concert organisers wouldn't dare.' *Audience member*

## **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

### **COMPANY LIMITED BY GUARANTEE**

### **TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT) *(continued)***

#### **PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020**

#### **SELECTED HIGHLIGHTS**

A highlight of the season was our Feast of Fools project, supported by Arts Council England, Garfield Weston Foundation, The Hobson Charity and Sussex Community Foundation, with performances in Brighton, Shoreham and Rottingdean. This community showcase involved pupils from Westdene and Goldstone Primary Schools together with the BREMF Consort of Voices, the BREMF Community Choir, Streetfunk and professional performers, with music directed by Leah Stuttard and concept direction by Saskia Wesnigk-Wood. This very ambitious event brought medieval traditions to our current times with an event focused on the impact of climate change and a reversal of the normal order. It was very successful with audiences and participants telling us:

'My daughter's school choir performed at this event. I knew little about BREMF and was blown away. Such a great mix of old and new and the Streetfunk performance was a great addition. I am definitely interested in coming to more events like this.' *Audience member*

'Absolutely terrific! The most adventurous and ambitious concert I've seen BREMF do, and they brought it off brilliantly. What a wonderful introduction to medieval music for the children as well.' *Audience member*

'A fabulous opportunity for the children to experience really high quality music making & to see & hear authentic instruments. Also good for the general public to see what children are capable of achieving & shows BREMF are looking to inspire the younger generation & not focusing exclusively on those who already have an understanding / passion for early music. An excellent opportunity for the children to work with & also be treated as "professionals".' *Emma Bright, Music Co-ordinator, Westdene Primary School*

Our first winter season launched our BREMF Early Opera strand with fully staged performances of *La Dafne* by Marco da Gagliano with talented young singers and performers who were coached in early opera performance and presentation in a week-long residency. We are grateful to the support of Arts Council England, Leche Trust, Radcliffe Trust and the Garrick Charitable Trust for their support of this new initiative, as well as numerous individual donors.

'This was an astonishing performance, one of the best we've ever seen at BREMF. The young performers, both singers and musicians, were confident and skilled, appearing to be having a wonderful time. The staging and production were imaginative and unexpected.' *Audience member*

'This time gave me so much confidence with ornaments and also lots of ideas to try out at home. What I loved most was how much the audience were consciously and constantly in our minds. They were not a body to be fearful of but instead represented a challenge : how clear and compelling can we make this story for them?' *La Dafne Instrumental Player*

## **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

### **COMPANY LIMITED BY GUARANTEE**

### **TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT) *(continued)***

#### **PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020**

'I learnt a lot about the importance of simple ornamentation in this specific period and will now use this knowledge in my own performance. Opportunities like this need to keep existing in the UK. As a primarily baroque singer I feel there is a lack of education of this style in the UK as opposed to the rest of Europe.' *La Dafne Singer*

#### **SUMMARY**

2019-20 turned into a very special year for BREMF. Once more the strength of artistic vision shone through to create some remarkable and successful achievements despite the economic and political climate. This was as ever supported by our amazing team of freelancers and our superb volunteers.

This was the first year we embarked on additional performances in January for our Feast of Fools production and we moved our opera to February for four performances of *La Dafne* by Marco da Gagliano which despite appalling weather still achieved very good size audiences and tremendous response from both the performers and the audience. . When I come to write these reports each year it gives me an excellent reminder of all the superb events and activities involved with BREMF. And particularly writing now as we come out of lockdown it reinforces my conviction that BREMF is very special in a number of ways. It has created a community of people, artists, performers, audiences, volunteers, freelancers, trainees and gets from all of them a shared commitment to the creation and performance of early music that is relevant to our time. Not only that, but we have evidence of a useful impact at least in some local schools, not only from participation but from workshops and child friendly performances in unusual venues such as Whitehawk Library. We recognise that for early music to survive in the future we will need to adapt to new ways of delivering activity and the crucial work we are planning now is going some way to achieving this. We are doing all this against a challenging financial situation and have been very grateful to our funders who supported us throughout the year including a very significant contribution from our individual donors who now make up just over 25% of our income.

All of this is no mean achievement and is due to the passion and work of everyone involved and the extraordinary vision of our Artistic Director. Thank you everyone

#### **FINANCIAL REVIEW**

The results for the year and the charity's financial position at the end of the year, are shown on the attached statements.

In 2019 we budgeted to allocate £10,000 from the legacy received in 2018. Please see note 13 on page 23.



# **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

## **COMPANY LIMITED BY GUARANTEE**

### **TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT) *(continued)***

#### **PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020**

##### **PLANS FOR 2020-21**

Like many arts organisations our plans for 2020-21 have had to change dramatically due to the COVID-19 pandemic. We will be focusing much more on developing high-quality multi-media content that can be viewed by audiences, both current and new, on an international scale and by those who are experiencing isolation and ongoing vulnerability as a result of the pandemic, so that we can continue to bring beauty, comfort and solace to our communities at a time of great uncertainty and hardship. We also have a responsibility to the sector to ensure that artists are skilled in digital presentation so that they are resilient and prepared for the challenges ahead.

Our 2020 edition, BREMF@home: Across the Earth, will combine these aims and feature 10 filmed events combining early and traditional music with stunning film footage, new animation, puppetry and more. The Festival will be screened over two weekends in October 2020, with events including a family friendly show with puppets; two films featuring strange and ancient instruments; classics such as a chamber version of Beethoven's Pastoral Symphony and an animated Mendelssohn Midsummer Night's Dream; plus a grand finale, The Four Faces of Gaia, featuring early and traditional music and dance from Africa, India, the Middle East and Europe - celebrating our beautiful world.

Our commitment to emerging talent will continue via BREMF Live Online where groups will be invited to benefit from mentoring and skills development in digital presentation, crucial for young artists in responding to the current crisis & changing cultural landscape. We will continue our BREMF Live sessions for schools, producing tailored educational materials in partnership with our schools to ensure the digital content is appropriate for the classroom.

##### **Trustees' responsibilities statement**

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

# **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

## **COMPANY LIMITED BY GUARANTEE**

### **TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT) *(continued)***

#### **PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020**

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

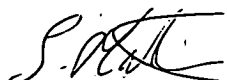
#### **Auditor**

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

The auditor is deemed to have been re-appointed in accordance with section 487 of the Companies Act 2006.

The trustees' annual report and the strategic report were approved on ...15 November 2020..... and signed on behalf of the board of trustees by:



S Mathews  
Chair of Trustees

# **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

## **COMPANY LIMITED BY GUARANTEE**

### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

#### **PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020**

##### **Opinion**

We have audited the financial statements of Brighton Early Music Festival Limited (the 'charity') for the period ended 31 March 2020 which comprise the statement of financial activities (including income and expenditure account), statement of financial position and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2020 and of its incoming resources and application of resources, including its income and expenditure, for the period then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

##### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

##### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

# **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

## **COMPANY LIMITED BY GUARANTEE**

### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BRIGHTON EARLY MUSIC FESTIVAL LIMITED (continued)**

#### **PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020**

##### **Other information**

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

##### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report for the financial period for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

##### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not

made;

## **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

### **COMPANY LIMITED BY GUARANTEE**

### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BRIGHTON EARLY MUSIC FESTIVAL LIMITED *(continued)***

### **PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020**

or

• we have not received all the information and explanations we require for our audit.

#### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.

## **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

### **COMPANY LIMITED BY GUARANTEE**

### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BRIGHTON EARLY MUSIC FESTIVAL LIMITED (continued)**

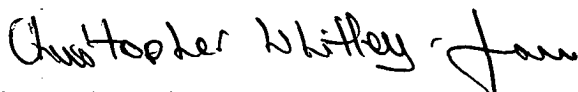
#### **PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020**

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

#### **Use of our report**

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.



Christopher Whitley-Jones (Senior Statutory Auditor)

For and on behalf of PRB Accountants LLP, Chartered accountants & statutory auditor

Kingfisher House, Hurstwood Grange, Hurstwood Lane, Haywards Heath, West Sussex RH17 7QX

Date: 18/12/20

# BRIGHTON EARLY MUSIC FESTIVAL LIMITED

## COMPANY LIMITED BY GUARANTEE

### STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020

		Period from 1 Feb 19 to 31 Mar 20			Year to 31 Jan 19
		Unrestricted funds	Restricted funds	Total funds	Total funds
	Note	£	£	£	£
<b>Income and endowments</b>					
Donations and legacies	5	59,747	79,214	138,961	122,942
Charitable activities	6	73,741	–	73,741	71,815
Investment income		204	–	204	61
<b>Total income</b>		<u>133,692</u>	<u>79,214</u>	<u>212,906</u>	<u>194,818</u>
<b>Expenditure</b>					
Expenditure on charitable activities	7	129,865	91,473	221,338	181,064
Other expenditure	8	4,159	–	4,159	2,141
<b>Total expenditure</b>		<u>134,024</u>	<u>91,473</u>	<u>225,497</u>	<u>183,205</u>
<b>Net (expenditure)/income and net movement in funds</b>		<u>(332)</u>	<u>(12,259)</u>	<u>(12,591)</u>	<u>11,613</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		54,742	29,678	84,420	72,807
<b>Total funds carried forward</b>		<u>54,410</u>	<u>17,419</u>	<u>71,829</u>	<u>84,420</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The notes on pages 15 to 24 form part of these financial statements.

# **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

## **COMPANY LIMITED BY GUARANTEE**

### **STATEMENT OF FINANCIAL POSITION**

**31 MARCH 2020**

	<b>Note</b>	<b>31 Mar 20 £</b>	<b>31 Jan 19 £</b>
<b>Fixed assets</b>			
Tangible fixed assets	<b>10</b>	<b>1,758</b>	2,099
<b>Current assets</b>			
Debtors	<b>11</b>	<b>15,363</b>	4,141
Cash at bank and in hand		<b>56,849</b>	89,513
		<b>72,212</b>	93,654
<b>Creditors: amounts falling due within one year</b>	<b>12</b>	<b>2,141</b>	11,333
<b>Net current assets</b>		<b>70,071</b>	82,321
<b>Total assets less current liabilities</b>		<b>71,829</b>	84,420
<b>Net assets</b>		<b>71,829</b>	84,420
<b>Funds of the charity</b>			
Restricted funds		<b>17,419</b>	29,678
Unrestricted funds		<b>54,410</b>	54,742
<b>Total charity funds</b>	<b>13</b>	<b>71,829</b>	84,420

These financial statements were approved by the board of trustees and authorised for issue on 15 November 2020, and are signed on behalf of the board by:



S Mathews  
Chair of Trustees

The notes on pages 15 to 24 form part of these financial statements.



# **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

## **COMPANY LIMITED BY GUARANTEE**

### **NOTES TO THE FINANCIAL STATEMENTS**

#### **PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020**

##### **1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Kingfisher House, Hurstwood Grange, Hurstwood Lane, Haywards Heath, West Sussex, RH17 7QX.

##### **2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

##### **3. Accounting policies**

###### **Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

###### **Going concern**

There are no material uncertainties about the charity's ability to continue.

###### **Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

###### **Significant judgements**

The judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies and that have the most significant effect on the amounts recognised in the financial statements are as follows.

# **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

## **COMPANY LIMITED BY GUARANTEE**

### **NOTES TO THE FINANCIAL STATEMENTS *(continued)***

#### **PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020**

#### **3. Accounting policies *(continued)***

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

##### **Incoming resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

# **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

## **COMPANY LIMITED BY GUARANTEE**

### **NOTES TO THE FINANCIAL STATEMENTS** *(continued)*

#### **PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020**

#### **3. Accounting policies** *(continued)*

##### **Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### **Tangible assets**

All fixed assets are initially recorded at cost.

##### **Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment - 10 years

##### **Impairment of fixed assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the

# **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

## **COMPANY LIMITED BY GUARANTEE**

### **NOTES TO THE FINANCIAL STATEMENTS** *(continued)*

#### **PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020**

#### **3. Accounting policies** *(continued)*

##### **Impairment of fixed assets** *(continued)*

recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

##### **Financial instruments**

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

#### **4. Limited by guarantee**

The company is limited by guarantee. Every member of the Charity will contribute no more than £10 to the Charity's assets if it should be wound up.

#### **5. Donations and legacies**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
<b>Donations</b>			
Donations	35,722	3,302	<b>39,024</b>
Gift aid	8,725	-	<b>8,725</b>
Grants receivable	15,300	75,912	<b>91,212</b>
	<u>59,747</u>	<u>79,214</u>	<b><u>138,961</u></b>

# **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

## **COMPANY LIMITED BY GUARANTEE**

### **NOTES TO THE FINANCIAL STATEMENTS *(continued)***

#### **PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020**

#### **5. Donations and legacies *(continued)***

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
<b>Donations</b>			
Donations	37,542	1,200	38,742
Gift aid	7,281	–	7,281
Grants receivable	44,944	31,975	76,919
	<u>89,767</u>	<u>33,175</u>	<u>122,942</u>

#### Grants receivable

	Total funds 2020 £	Total funds 2019 £
Arts Council England	56,288	51,419
Dutton-Downing Trust	2,300	2,000
The Behrens Foundation	5,000	5,000
The D'Oyly Carte Charitable Trust	–	3,000
The Radcliffe Trust	3,000	–
Fidelio Trust	2,000	3,000
The Sussex Community Foundation	3,000	–
Roundhill Financial Management	–	500
Angus Allnatt Charitable Foundation	1,500	2,000
The Chalk Cliff Trust	–	5,000
The Fenton Arts Trust	–	5,000
The Hobson Charity	1,624	–
Ambache Charitable Trust	2,000	–
The Garrick Charitable Trust	4,000	–
The Leche Trust	3,000	–
Garfield Weston Foundation	7,500	–
	<u>91,212</u>	<u>76,919</u>

# **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

## **COMPANY LIMITED BY GUARANTEE**

### **NOTES TO THE FINANCIAL STATEMENTS** *(continued)*

#### **PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020**

#### **6. Charitable activities**

	Unrestricted Funds £	<b>Total Funds 2020 £</b>	Unrestricted Funds £	Total Funds 2019 £
Ticket sales	59,553	<b>59,553</b>	55,198	55,198
Merchandise sales	2,977	<b>2,977</b>	4,065	4,065
Beverage sales	6,016	<b>6,016</b>	4,581	4,581
Workshops	1,086	<b>1,086</b>	1,512	1,512
Programmes sales	1,740	<b>1,740</b>	1,924	1,924
Other income	2,369	<b>2,369</b>	4,535	4,535
	<u>73,741</u>	<u><b>73,741</b></u>	<u>71,815</u>	<u>71,815</u>

# **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

## **COMPANY LIMITED BY GUARANTEE**

### **NOTES TO THE FINANCIAL STATEMENTS** *(continued)*

#### **PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020**

#### **7. Expenditure on charitable activities by fund type**

	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
Purchase of goods for resale	4,312	1,431	<b>5,743</b>
Performer's fees	20,476	53,298	<b>73,775</b>
Advertising costs	14,877	1,680	<b>16,557</b>
Costumes, lighting and set	5,453	18,592	<b>24,045</b>
Workshops	-	14,732	<b>14,732</b>
Transaction charges	1,800	-	<b>1,800</b>
Website costs	1,173	-	<b>1,173</b>
Subscriptions	7,701	-	<b>7,701</b>
Miscellaneous expenditure	4,451	295	<b>4,745</b>
Postage and printing	6,960	-	<b>6,960</b>
Consultancy	62,662	1,445	<b>64,107</b>
	<u>129,865</u>	<u>91,473</u>	<u><b>221,338</b></u>

	Unrestricted Funds	Restricted Funds	Total Funds 2019
	£	£	£
Purchase of goods for resale	4,817	65	4,882
Performer's fees	34,695	34,863	69,558
Advertising costs	13,899	-	13,899
Costumes, lighting and set	9,830	5,111	14,941
Workshops	4,914	11,350	16,264
Transaction charges	2,192	-	2,192
Website costs	1,841	-	1,841
Subscriptions	523	-	523
Miscellaneous expenditure	4,591	11	4,602
Postage and printing	6,978	-	6,978
Consultancy	45,384	-	45,384
	<u>129,664</u>	<u>51,400</u>	<u>181,064</u>

#### **8. Other expenditure**

	Unrestricted Funds	Total Funds 2020	Unrestricted Funds	Total Funds 2019
	£	£	£	£
Audit fee	1,849	<b>1,849</b>	1,849	1,849
Depreciation of equipment	341	<b>341</b>	292	292
Charitable contributions	1,969	<b>1,969</b>	-	-
	<u>4,159</u>	<u><b>4,159</b></u>	<u>2,141</u>	<u>2,141</u>

# **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

## **COMPANY LIMITED BY GUARANTEE**

### **NOTES TO THE FINANCIAL STATEMENTS** *(continued)*

#### **PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020**

#### **9. Trustee remuneration and expenses**

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees during the year.

Two (2019: Two) trustees or members were reimbursed a total of £12,974 (2019: £17,746) for expenses incurred on behalf of the charity that appear under the following headings of expenditure:

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Advertising costs	<b>1,171</b>	503
Postage and printing	<b>563</b>	449
Miscellaneous expenditure	<b>2,202</b>	1,776
Performer's fees	<b>8,868</b>	13,927
Website costs	<b>170</b>	1,091
	<b><u>12,974</u></b>	<b><u>17,746</u></b>

#### **10. Tangible fixed assets**

	<b>Equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
<b>Cost</b>		
<b>At 1 February 2019 and 31 March 2020</b>	<b><u>15,413</u></b>	<b><u>15,413</u></b>
<b>Depreciation</b>		
At 1 February 2019	13,314	<b>13,314</b>
Charge for the period	341	<b>341</b>
<b>At 31 March 2020</b>	<b><u>13,655</u></b>	<b><u>13,655</u></b>
<b>Carrying amount</b>		
<b>At 31 March 2020</b>	<b><u>1,758</u></b>	<b><u>1,758</u></b>
At 31 January 2019	<b><u>2,099</u></b>	<b><u>2,099</u></b>

#### **11. Debtors**

	<b>31 Mar 20</b>	<b>31 Jan 19</b>
	<b>£</b>	<b>£</b>
Prepayments and accrued income	<b><u>15,363</u></b>	<b><u>4,141</u></b>



# BRIGHTON EARLY MUSIC FESTIVAL LIMITED

## COMPANY LIMITED BY GUARANTEE

### NOTES TO THE FINANCIAL STATEMENTS *(continued)*

#### PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020

#### 12. Creditors: amounts falling due within one year

	31 Mar 20	31 Jan 19
	£	£
Trade creditors	341	-
Accruals and deferred income	1,800	11,333
	<u>2,141</u>	<u>11,333</u>

#### 13. Analysis of charitable funds

##### Unrestricted funds

	At 1 February 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
General funds	54,742	133,692	(134,024)	(40,000)	14,410
Designated funds	-	-	-	40,000	40,000
	<u>54,742</u>	<u>133,692</u>	<u>(134,024)*</u>	<u>-</u>	<u>54,410</u>

\*This figure includes £10,000 allocated from the legacy received in 2018.

	At 1 February 2018 £	Income £	Expenditure £	Transfers £	At 31 January 2019 £
General funds	24,904	161,643	(131,805)	-	54,742
Designated funds	-	-	-	-	-
	<u>24,904</u>	<u>161,643</u>	<u>(131,805)</u>	<u>-</u>	<u>54,742</u>

##### BREMF Reserves Policy

In order to mitigate risks and secure viability BREMF will hold sufficient reserves to allow it to maintain such of its core activities as are possible and to develop plans for the future. These funds should be sufficient for a minimum period of six months activities and it is intended that they be used to secure (inter alia) the freelance services of its regular consultants and others as required. The trustees have agreed that for 2020 this figure should be £40,000. The amount to be reviewed annually.

Last review: June 2020

# **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

## **COMPANY LIMITED BY GUARANTEE**

### **NOTES TO THE FINANCIAL STATEMENTS** *(continued)*

#### **PERIOD FROM 1 FEBRUARY 2019 TO 31 MARCH 2020**

#### **13. Analysis of charitable funds** *(continued)*

##### **Restricted funds**

	At 1 February 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
BREMF					
Sustainability Fund	25,199	79,214	(91,473)	-	<b>12,940</b>
Early Music Live /Community Fund	892	-	-	-	<b>892</b>
Concertmakers Fund	3,587	-	-	-	<b>3,587</b>
	<u>29,678</u>	<u>79,214</u>	<u>(91,473)</u>	<u>-</u>	<u><b>17,419</b></u>

	At 1 February 2018 £	Income £	Expenditure £	Transfers £	At 31 January 2019 £
BREMF					
Sustainability Fund	42,074	23,175	(40,050)	-	25,199
Early Music Live /Community Fund	2,242	10,000	(11,350)	-	892
Concertmakers Fund	3,587	-	-	-	3,587
	<u>47,903</u>	<u>33,175</u>	<u>(51,400)</u>	<u>-</u>	<u>29,678</u>

Early Music Live! Fund is a scheme to support young professional musicians in ensembles in making the leap from music student to music professional. It also provides education and an audience development programme for hard to reach communities in Brighton and Hastings.

ConcertMakers Fund is an ongoing project to explore the possibilities of different concert experiences and formats.

BREMF Sustainability Fund is restricted to provide funds to ensure the future of the Brighton Early Music Festival.

#### **14. Related parties**

There are no related party transactions to disclose.